A&R System

NEW RELEASE/SONG DELIVERY

Table of Contents

Before You Begin……. 2

World AMPS Main Menu (MAIN)…….... 3

World AMPS A&R System (CRMENUM)..……..……...…… 4

New Release/Song Delivery (UFCRT14-10)..……..……..…… 5

New Release/Song Delivery – Song Detail (UFCRT14-20)……...…….. 7

New Release/Song Delivery – ECOC (UFCRT14-30)..……..……...……. 18

New Release/Song Delivery – Song Notes (UFCPY01A-10)……..……..……...…….. 24

Index……. 25

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BEFORE YOU BEGIN

Welcome to the *New Release/Song Delivery User's Manual.* This manual contains step-by-step instructions on how to set up a new release/song delivery in the A&R system. It begins with how to access the A&R system, verifying whether or not a song exist in the system, setting up the song details, "stacking" the writers and publishers in the ECOC with ownership percentages and ending with song notes.

The information in this manual is presented in the same order the information is entered into the system, or step-by-step as the cursor moves through each screen. Additionally you can add new albums or new writers/publishers through the linked subsystems. The options are available on designated screens as an **F** key function.

Before you begin here are some general information and a few basic terms you will need to know.

1. Press the **Enter** key to perform a function or complete a screen.

2. Press **F1** to access available options for a specific field. For example, when you press **F1** key in the *song status* field all the available options will appear on screen.

   In this manual an **F1** indicator in the left-hand margin specify that the **F1** function is available for that field, e.g. see *Split* and *Original Publisher* fields on page 8.

3. Use the **Tab** key to move the cursor from field to field.

4. Press **F12** to cancel. Press **F3** to exit completely.

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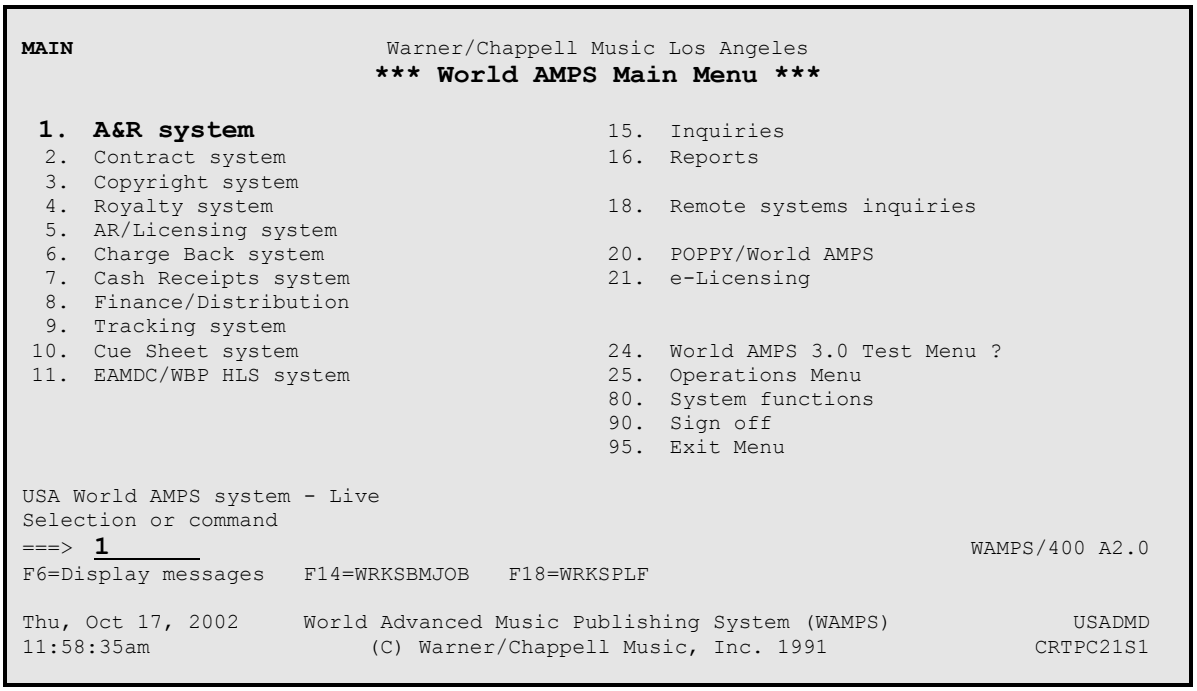
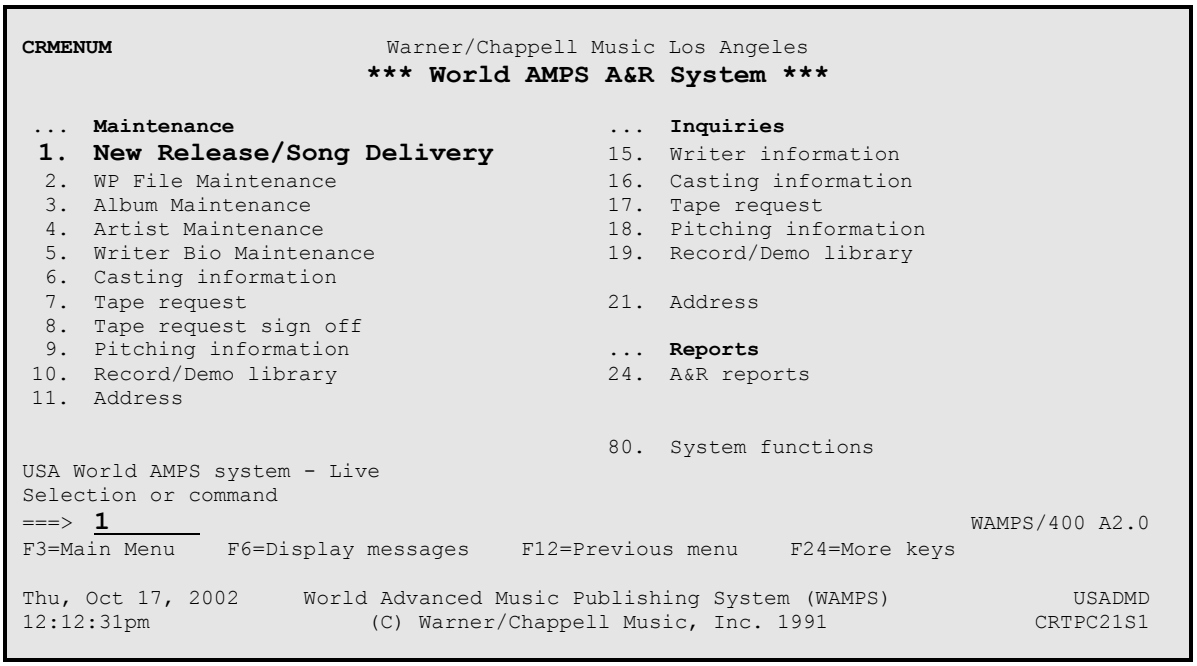
To access the *New Release/Song Delivery* system complete the following steps:

1. Enter **1** on the below screen, *World AMPS Main Menu (MAIN)*, to access the *A&R System*.



2. Enter **1** on the below screen, *World AMPS A&R System (CRMENUM)*, to access the *New Release/Song Delivery* system.



```
UFCRT14-10              Warner/Chappell Music, Inc. Los Angeles              10/17/02
WCMCTR                      New Release/Song Delivery                        14:48:55
USADMD

Position to:                                              Search by:  T   (T/C)
                                                        Song Status:  ND  (N/D/ND/*)
                                                           Priority:  *   (1/2/3/*)
Type option, press Enter.
1=Song  2=ECOC set  3=Copy  5=Notes

 O S P  Typ   OP  Song Code        Title                       Composer
   D 3  MAN   US  WW 000462265 00  AMANDA'S ANGELS             JULEE CRUISE, AMANDA KRAM
 _ N 1  MAN   US  WW 000462281 00  AMERICA'S MOST              REGGIE NOBLE, CLIFFORD SM
 _ D 2  MAN   US  WW 000496647 00  AMONG HIS TRIBE             AARON FREEMAN, MICHAEL ME
   D 2  MAN   US  WW 000462851 00  ANGELINE                   MARC JORDAN, JOHN CAPEK,
   D 2  MAN   US  WW 000496575 00  ANGELS DANCING             MELISSA MANCHESTER, JEFF
   D 3  MAN   US  WW 000462562 00  ANYTHING COULD HAPPEN       JIM DYKE, TOMMY FARAGHER
   N 1  MAN   US  WW 000497361 00  ASHES OF AMERICAN FLAGS     JEFF TWEEDY
 _ D 2  MAN   US  WW 000462702 00  ASK WHY                     LEAH ANDREONE, PHIL SILLA
 _ D 2  MAN   US  WW 000462698 00  BACK TO ME                  PHIL SILLAS, AARON BENWAR
   D 2  MAN   US  WW 000497683 00  BACKSEAT DRIVER            DILLON O'BRIAN, WILL OWSL
   D 2  MAN   US  WW 000462563 00  BACK TO YOUR LOVE          JIM DYKE, STEVEN GITTLEMAN
   D 2  MAN   US  WW 000462978 00  THE BARRIO                 JAMIE HOUSTON, KIRK MIL    +

F3=Exit   F6=Create   F11=Composer/Artist   F12=Cancel
```

DO NOT DUPLICATE SONG TITLES! The first and most important step in setting up a song in the *New Release/Song Delivery* system is to make certain the song does not exist in either the *New Release/Song Delivery (NRSD)* or the *Song Inquiry* system. **You must check both systems.**

1. In the *New Release/Song Delivery (NRSD)* system, enter the song title, including spaces, commas and other punctuation marks.

```
UFCRT14-10              Warner/Chappell Music, Inc. Los Angeles              10/17/02
WCMCTR                      New Release/Song Delivery                        14:48:55
USADMD

Position to:  DOWN TO THE RIVER TO PRAY                Search by:  T   (T/C)
                                                     Song Status:  ND  (N/D/ND/*)
                                                        Priority:  *   (1/2/3/*)
```

2. In the *Song Inquiry* system, go directly to the *Song/Client/Contract Inquiry (UICPY10-00)* screen. Check the song title.

```
UICPY10-00                        WCM WORLDWIDE - WSC                       10/21/02
                          Song/Client/Contract Inquiry                      11:00:22

              ISO:  **        DOT:  ** (OP/SP/**)
  Dflt Search type:  10
    Song Indicator:  999                                  (F1=Help)
     Enter title:  DOWN TO THE RIVER TO PRAY
          Composer:
```

Once you have determined that the new release does not exist in the system press the **F6** key (F6=Create) to add the song. This will take you to the *New Release/Song Delivery - Song Detail (UFCRT14-20)* screen. See page 7.

UFCRT14-20 Warner/Chappell Music, Inc. Los Angeles 10/17/02
WCMLA New Release/Song Delivery - Song Detail 14:50:28
USADMD
Priority: 1
Song: WW 000462256 00
Title: DOWN TO THE RIVER TO PRAY
Composer: JOHN PAUL JONES
Split: _ OP: US Last update by: USADMD
OP Terr ctl: ____ Last update: 02 26 2002
Song status: N Web ind: 9 Tape ref: _____ Archive #: _____
Song ind: WAR Song type: MAN Creation yr: 2001
Lyric sheet: NO
Prdmgr: W014971 JUDY STAKEE Lead sheet: NO
Delivery date: 01302002 Delivery Type: T (S/T) CD Delivered: Y (Y/N)
1st rel info: Album Code: 90043571
LSC code: M1099B ISC: WUSMIS CAT #: 104
Artist: JOHN PAUL JONES
Album title: THE THUNDERTHIEF
Record label: DISCIPLINE GLOBAL MOBILE, INC. FRI ctry: USA
Playing time: __ Min __ Sec Rel date: 02052002 Config: CD Ctl sngs:
F3=Exit F7=Album Maint. F12=Cancel

IMPORTANT: The above twelve fields (Priority, Title, Composer, Split, OP, OP Terr Ctl, Song status, Creation year, Product manager, Delivery date, Delivery type and CD delivered), highlighted in large **bold** letters, must be completed when adding a new song release to World AMPS. These twelve fields fulfill the minimum requirements for this screen and are **MANDATORY**.

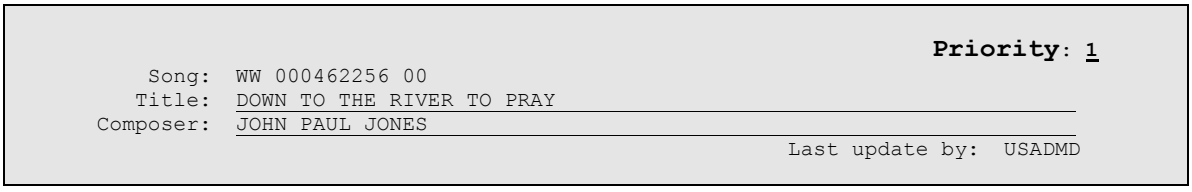
F1 Priority

This is a **MANDATORY** field.

Press the **F1** key to access the available options. It is used to identify the *priority* level of the song delivery to the Copyright department. The *priority* level must be specified if the *song status* is *New* (**N**) or *Delivered* (**D**).

*	All types	
1	High priority	- any song already released, recorded, used in film/television or charting.
2	Medium priority	- same as *high priority* but can be processed in due course.
3	Low priority	- delivered composition during term with no activity.

The *priority* field will default to **0** once the song has been processed and the *song status* is no longer *New* (N) or *Delivered* (D).



F1 **Title**

This is a **MANDATORY** field.

DO NOT DUPLICATE SONG TITLES! Enter the song *title* including spaces, commas and other punctuations marks.

```
                                                          Priority: 1
      Song:  WW 000462256 00
     Title:  DOWN TO THE RIVER TO PRAY
  Composer:  JOHN PAUL JONES
                                          Last update by:  USADMD
```

Composer

This is a **MANDATORY** field.

Please note the new procedure for setting up composer(s).

1. First, enter the *composer*(s) who are controlled or administered by WCM first, followed by composer(s) who are not controlled or administered by WCM.
2. Enter the **last name** first separated by a **comma**, **space** followed by the **first name** and writer contribution (CA), (C) or (A), e.g. Brown, John (CA).
3. For multiple composers use the **forward slash mark (/)** followed by a **space** to separate them, e.g. Brown, John (CA)/ Smith, Mary (A).
4. Enter additional composers in the song notes file.

```
                                                          Priority: 1
      Song:  WW 000462256 00
     Title:  DOWN TO THE RIVER TO PRAY
  Composer:  JONES, JOHN PAUL (CA)/ Brown, John (CA)/ Smith, Mary (A).
                                          Last update by:  USADMD
```

F1 **Split** and **Original Publisher**

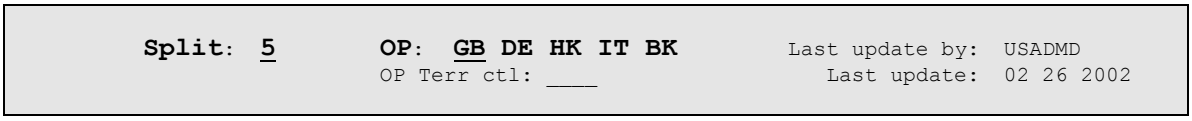
These are **MANDATORY** fields and they are mutually exclusive, which means you must enter the number of split(s) and the respective country or countries. These fields must be completed for a song to be correctly entered into World AMPS.

The *split* and *original publisher (OP)* fields are used to denote how many W/C office(s) originated the song deal and the corresponding country or countries, respectively.

1. When there is only one deal originating country enter **1** in the *split* field and the two-letter country code in the *OP* field. Press the **F1** key in the *OP* field for the available country code options.

```
   Split:  1        OP:  GB                  Last update by:  USADMD
                    OP Terr ctl: ____           Last update:  02 26 2002
```

2. When the song deal is split between two or more W/C offices press the **F1** key in the *OP* field. Select all the countries for which the split applies. The system will automatically fill in the number of countries in the *split* field. **Note**: The system will only allow you to enter **1** in the *split* field. When there are multiple countries the number of splits is derived from the countries entered in the *OP* field.



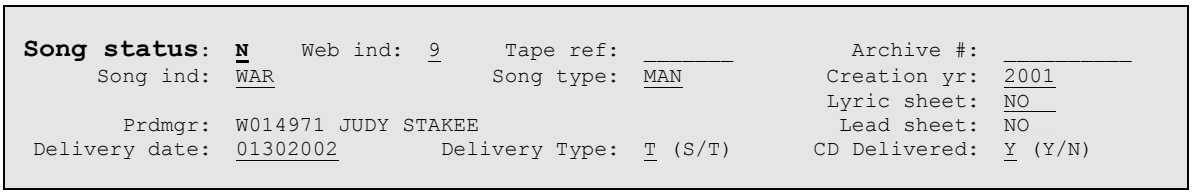
F1 **F1** **Song status**

This is a **MANDATORY** field.

Enter the one-letter code identifying the song's current *status* or press the **F1** key for the available options.

D New Delivery/Preliminary song - A song delivered from A&R but has not been processed by the Copyright department. With this song status A&R must specify the *priority* field (1=High, 2=Medium, 3=Low, *=All types). See definition of *priority* on page 7.

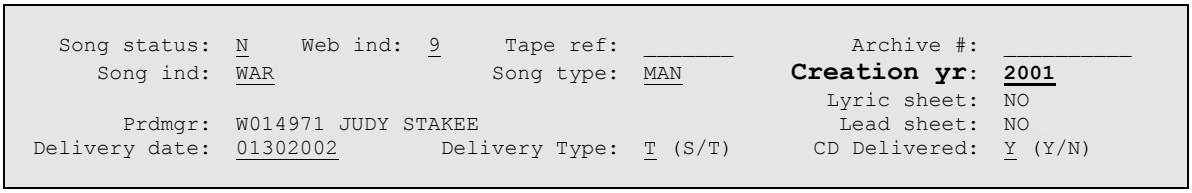
N New Release/Preliminary song - A delivered song that is scheduled to be released on an upcoming album or currently released album. With this song status A&R must specify the *priority* field (1=High, 2=Medium, 3=Low, *=All types). See definition of *priority* on page 7.



Creation year (yr)

This is a **MANDATORY** field.

Enter the four-digit year (YYYY) that the song was created. At delivery the songwriter should provide this date. The *creation year* is recorded on the copyright certificate so accuracy is crucial.



Lyric sheet

Enter **YES** or **NO** to indicate whether or not the *lyric sheet* was turned in.

```
  Song status:  N    Web ind:  9     Tape ref:                Archive #:
     Song ind:  WAR               Song type:  MAN          Creation yr:  2001
                                                        Lyric sheet:  NO
       Prdmgr:  W014971 JUDY STAKEE                        Lead sheet:  NO
 Delivery date:  01302002        Delivery Type:  T (S/T)    CD Delivered:  Y (Y/N)
```

F1 **Product Manager (Prdmgr)**

Press the **F1** key to access the *Address File Inquiry (GETADDR-00)* screen. Enter a *keyword*, the *person's name* or the company/*firm name* to access the name and code of the person/product manager who signed the deal.

```
GETADDR-00              Warner/Chappell Music, Inc. Los Angeles          10/17/02
WCMCTR                        Address File Inquiry                       12:08:51

                Group:       Type:

        Enter Keyword:   STAKEE

       Or Person name:   JUDY STAKEE

         Or Firm name:


F3=Exit     F12=Cancel     (In all screens)
```

Once selected, the product manager name and code will appear on screen.

```
  Song status:  N    Web ind:  9     Tape ref:  _______       Archive #:  __________
     Song ind:  WAR               Song type:  MAN          Creation yr:  2001
                                                        Lyric sheet:  NO
      Prdmgr:  W014971 JUDY STAKEE                        Lead sheet:  NO
 Delivery date:  01302002        Delivery Type:  T (S/T)    CD Delivered:  Y (Y/N)
```

Lead sheet

Enter **YES** or **NO** to indicate whether or not the *lead sheet* was turned in.

```
  Song status:  N    Web ind:  9     Tape ref:                Archive #:
     Song ind:  WAR               Song type:  MAN          Creation yr:  2001
                                                        Lyric sheet:  NO
       Prdmgr:  W014971 JUDY STAKEE                      Lead sheet:  NO
 Delivery date:  01302002        Delivery Type:  T (S/T)    CD Delivered:  Y (Y/N)
```

Delivery date

This is a **MANDATORY** field.

Enter the eight-digit (MMDDYYYY) song *delivery date*. This is the date that the song was turned in/delivered to Warner/Chappell Music and/or the product manager. This is not the date that the song information is entered into AS400.

```
    Song status:  N  Web ind:  9     Tape ref:  _______        Archive #:  __________
       Song ind:  WAR             Song type:  MAN          Creation yr:  2001
                                                           Lyric sheet:  NO
         Prdmgr:  W014971 JUDY STAKEE                       Lead sheet:  NO
Delivery date:  01302002      Delivery Type:  T (S/T)     CD Delivered:  Y (Y/N)
```

F1 **Delivery Type**

This is a **MANDATORY** field.

Press the **F1** key to access the available options. Enter the one-letter code identifying the song's delivery type.

- **T** for song(s) delivered during the term of the publishing agreement. The majority of songs are "delivered during term."
- **S** for a song delivered under schedule. *Schedule A* is a list of songs, splits, writers and release details, if applicable, that is attached as part of a completed publishing deal.

Select term (**T**) when there are multiple controlled writers and both scheduled (S) and term (T) delivery applies.

```
  Song status:  N    Web ind:  9     Tape ref:                 Archive #:
     Song ind:  WAR               Song type:  MAN          Creation yr:  2001
                                                           Lyric sheet:  NO
       Prdmgr:  W01412 JUDY STAKEE                          Lead sheet:  NO
Delivery date:  01302002     Delivery Type:  T (S/T)     CD Delivered:  Y (Y/N)
```

CD Delivered

This is a **MANDATORY** field.

Enter **Y** (Yes) or **N** (No) to indicate whether or not one (1) physical copy of the CD has been delivered to the Copyright department, however, two copies are preferred. One copy of the CD is sent with the copyright registration forms to the US Copyright Office for formal copyright registration of our songs. The second copy of the CD is kept with the WCM Copyright department as reference.

```
  Song status:  N    Web ind:  9     Tape ref:                 Archive #:
     Song ind:  WAR               Song type:  MAN          Creation yr:  2001
                                                           Lyric sheet:  NO
       Prdmgr:  W014971 JUDY STAKEE                         Lead sheet:  NO
Delivery date:  01302002       Delivery Type:  T (S/T)   CD Delivered:  Y (Y/N)
```

F1 **First Release Information/Album Code**

Press the **F1** key in the *Album Code* field to access the *Album Inquiry (GETALBT-10)* screen. Always use this function to avoid duplicating an album previously added by another user or to retrieve an existing album.

```
1st rel info:        Album Code:  (press F1)
      LSC code:                   ISC:                CAT #:  104
        Artist:  _____________________________
   Album title:  _____________________________
  Record label:  _____________________________                        FRI ctry:  USA
  Playing time:  __ Min __ Sec     Rel date:  02052002      Config:  CD      Ctl sngs:
```

Enter in the album title on the *Album Inquiry (GETALBT-10)* screen and press the **ENTER** key.

```
GETALBT-10                Warner/Chappell Music, Inc. Los Angeles              10/17/02
WCMCTR                                  Album Inquiry                          12:08:51


          Enter Album:    THE THUNDERTHIEF_____________________________________________
```

Once you have determined that the album does not yet exist, press the **F6** key (=Album Maintenance) to set up a new album on the *Album Maintenance (UFTRK60-10)* screen. See page 13.

IMPORTANT: ONLY enter the information for the seven fields (DOT, title, artist, catalog, logo/record label, configuration, release date) highlighted below in large **bold** letters.

```
UFTRK60-10              Warner/Chappell Music, Inc. Los Angeles              10/17/02
WCMLA                          Album Maintenance                             12:24:54
USADMD
                                                          Last update:  02 27 2002
                                                                 User:  QSECOFR

     Album Code:  US 90043571      DOT: OP  (OP/SP)
        Title:  THE THUNDERTHIEF
       Artist:  00008278     JOHN PAUL JONES
      Catalog:  104                                  Config:  CD
  Logo/Rec lbl:  M1099B  DISCIPLINE GLOBAL MOBILE,   Release date:  02052002
     LSC Code:  M1099B                                    Min:       Sec:
                                                     FRI ctry:  USA
    Genre/Sub:  ___ ___                          Total songs:  ________
         Subj:  ___                          Total ctl songs:  ________
        Vocal:
        Tempo:
     Language:                                          Year:
Album/Single Ind:  A  (A/S)                      Discontinue:  N  (Y/N)
      Ctl Ind:  N  (Y/N)                       Discont. Date:  MMDDYYYY
                                               Received date:  MMDDYYYY


F3=Exit   F7=Amend LSC   F8=Artist Maintenance   F9=Multi Cat#   F12=Cancel
```

Deal Of Territory (DOT)

YOU MUST FILL OUT THIS FIELD; OTHERWISE, AS400 WILL NOT SAVE THIS NEWLY CREATED ALBUM FILE.

Enter the one-letter code identifying the album's *deal of territory* (*DOT*). The code defaults on *OP* for *original publisher*.

OP Original Publisher
SP Sub-Publisher

```
     Album Code:                  DOT: OP  (OP/SP)
          Title:  ____________________________________________________________
         Artist:  ________  _________________________________________________
        Catalog:                                          Config:
    Logo/Rec lbl:                                  Release date:
       LSC Code:                                          Min:  __   Sec:  __
```

Title

Enter the exact *album title*, including spaces, commas and punctuation marks.

```
    Album Code:                    DOT: OP  (OP/SP)
       Title: THE THUNDERTHIEF
      Artist:
     Catalog:                                    Config:
Logo/Rec lbl:                          Release date:
    LSC Code:                                   Min:    Sec:
```

F1 **Artist**

On the second part of the line press **F1** (see example below) to access the *Artist Code Inquiry (GETARTCD-10)* screen. Enter the first name first (e.g. Elton John) or the group's name (The Ramones).

IMPORTANT: The system uses a strict alphabetical search based on the name you type in. If you think the artist may already be in our system and to avoid artist duplication you must try slight variations to the artist name (e.g. Ramones or THE Ramones).

To add a new artist press **F8** (=Artist Maintenance). AS400 automatically assigns all artists with an artist number.

```
    Album Code:                    DOT: OP  (OP/SP)
       Title: THE THUNDERTHIEF
      Artist:          (Press F1 or type artist name)
     Catalog:                                    Config:
Logo/Rec lbl:                          Release date:
    LSC Code: M1099B                            Min:    Sec:
```

Catalog

Enter the *catalog number* found on the CD cover or CD spine.

```
    Album Code:                    DOT: OP  (OP/SP)
       Title: THE THUNDERTHIEF
      Artist: 00008278     JOHN PAUL JONES
     Catalog: 104                               Config:
Logo/Rec lbl:                          Release date:
    LSC Code:                                   Min:    Sec:
```

Configuration (Config)

Press the **F1** key to access the available options. Enter the code for the *configuration* or device on which the license recording is made.

CT	:	Cassette tape	LP	:	Album/Long play
CTS	:	Cassette tape single	MD	:	Mini disk
CD	:	Compact disc	RR	:	Reel to reel
CDS	:	Compact disc single	S	:	Single
CDV	:	Compact disc video	12S	:	12-inch single
CDI	:	Compact disc interactive	8TR	:	Eight track
CD7	:	Compact disc single 7”	VC	:	Video cassette
DCC	:	Digital compact disk	VD1	:	Video cassette 1/2
DT	:	Dat Tape	VD2	:	Video cassette 3/4
DU	:	Dups/Acetate	VD3	:	Video cassette - PAL

```
    Album Code:                    DOT: OP  (OP/SP)
         Title:  THE THUNDERTHIEF
        Artist:  00008278     JOHN PAUL JONES
       Catalog:  104                          Config:  CD
   Logo/Rec lbl:  ______                  Release date:  ________
       LSC Code:                                 Min:       Sec:
```

Logo/Record Label (Rec lbl)

Do NOT manually type in the record label/company name as all record labels are assigned its own label number. Press the **F1** key to access *License Source Code Inquiry (GETLSCD-00).* Type in the name of the record label, sight verify, choose **Y** and press the **Enter** key.

```
    Album Code:                    DOT: OP  (OP/SP)
         Title:  THE THUNDERTHIEF
        Artist:  00008278     JOHN PAUL JONES
       Catalog:  104                          Config:  CD
Logo/Rec lbl:  M1099B  DISCIPLINE GLOBAL MOBILE,      Release date:  ______
       LSC Code:  M1099B                         Min:  __   Sec:  __
```

Release Date

Enter the eight-digit (MMDDYYYY) *release date* for the song’s first release, for example, 02052002 for February 5, 2002.

```
    Album Code:                    DOT: OP  (OP/SP)
         Title:  THE THUNDERTHIEF
        Artist:  00008278     JOHN PAUL JONES
       Catalog:  104                          Config:  CD
   Logo/Rec lbl:  M1099B  DISCIPLINE GLOBAL MOBILE,   Release date:  02052002
       LSC Code:  M1099B                         Min:  __   Sec:  __
```

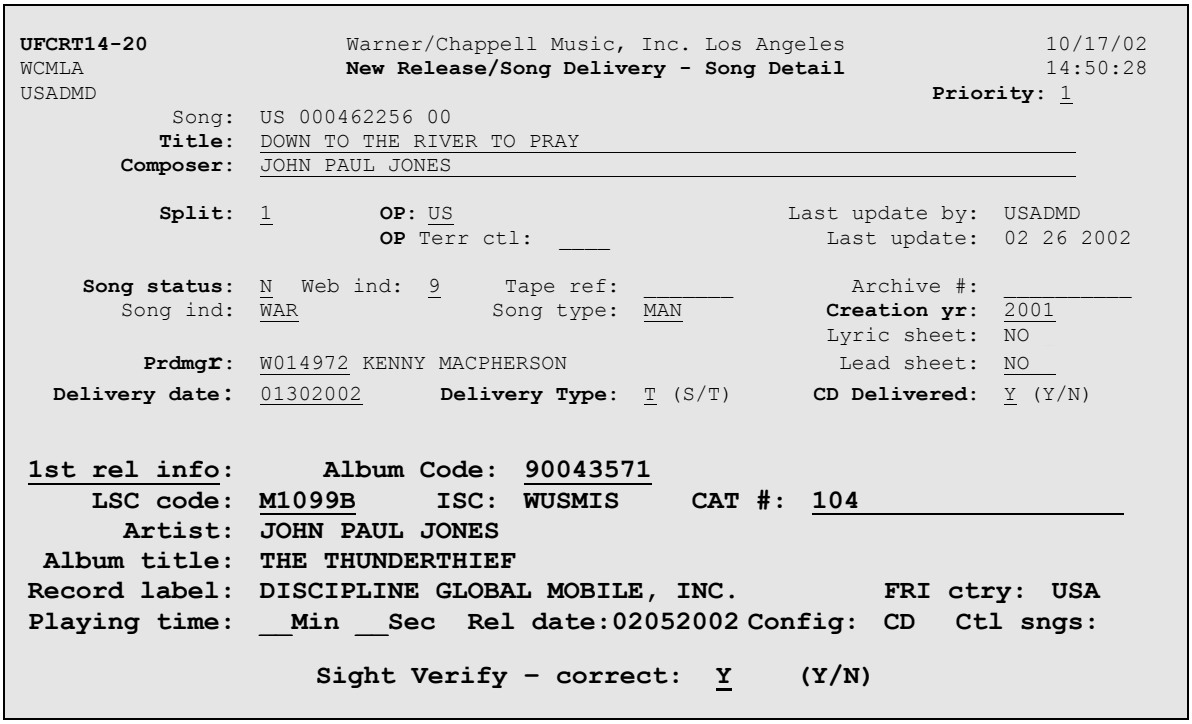
SUMMARY: On the *Album Maintenance (UFTRK60-10)* screen ONLY enter the information for the seven fields (DOT, title, artist, catalog, logo/record label, configuration, release date) highlighted in large **bold** letters. *Sight verify* the information entered for accuracy. Press **Y** and **Enter** when all seven fields are correct, otherwise, you will lose all the information entered.

```
UFTRK60-10              Warner/Chappell Music, Inc. Los Angeles              10/17/02
WCMLA                            Album Maintenance                           12:24:54
USADMD                                                      Last update:  02 27 2002
                                                                   User:  QSECOFR

     Album Code:  US 90043571      DOT: OP  (OP/SP)
          Title:  THE THUNDERTHIEF
         Artist:  00008278     JOHN PAUL JONES
        Catalog:  104                                    Config:  CD
  Logo/Rec lbl:  M1099B  DISCIPLINE GLOBAL MOBILE,   Release date:  02052002
       LSC Code:  M1099B                                    Min:       Sec:
                                                       FRI ctry:  USA
      Genre/Sub:  ___ ___                           Total songs:  ________
           Subj:  ___                             Total ctl songs:  ________
          Vocal:
          Tempo:
       Language:                                          Year:
Album/Single Ind:  A  (A/S)                        Discontinue:  N  (Y/N)
        Ctl Ind:  N  (Y/N)                       Discont. Date:  MMDDYYYY
                                                 Received date:  MMDDYYYY

                    Sight Verify - correct:  Y    (Y/N)
```

Once the *Album Maintenance (UFTRK60-10)* screen is completed and sight verified (Y=yes) for accuracy you will return back to the previous screen, *New Release/Song Delivery - Song Detail (CFCRT14-10)* with the first release information you just entered filled in. See page 17.


UFCRT14-20 Warner/Chappell Music, Inc. Los Angeles 10/17/02
WCMLA New Release/Song Delivery - Song Detail 14:50:28
USADMD Priority: 1
Song: US 000462256 00
Title: DOWN TO THE RIVER TO PRAY
Composer: JOHN PAUL JONES
Split: 1 OP: US Last update by: USADMD
OP Terr ctl: ____ Last update: 02 26 2002
Song status: N Web ind: 9 Tape ref: _____ Archive #: _____
Song ind: WAR Song type: MAN Creation yr: 2001
Lyric sheet: NO
Prdmgr: W014972 KENNY MACPHERSON Lead sheet: NO
Delivery date: 01302002 Delivery Type: T (S/T) CD Delivered: Y (Y/N)
1st rel info: Album Code: 90043571
LSC code: M1099B ISC: WUSMIS CAT #: 104
Artist: JOHN PAUL JONES
Album title: THE THUNDERTHIEF
Record label: DISCIPLINE GLOBAL MOBILE, INC. FRI ctry: USA
Playing time: __Min __Sec Rel date:02052002 Config: CD Ctl sngs:
Sight Verify – correct: Y (Y/N)

Once again, *Sight verify* the information entered for accuracy. Press **Y** and **Enter** when all twelve fields are correct, otherwise, you will lose all the information entered.

```
UFCRT14-30              Warner/Chappell Music, Inc. Los Angeles              10/17/02
WCMLA                   New Release/Song Delivery – ECOC                     14:51:04

Song:  WW 000499630    ANOTHER WOMAN
                       MOBY, BARBARA LINDA OZEN
Terr:  W0100 – WORLD                                          Resolved  N
Set No: OP US C01

                                                                            Link/
Writer/Publ                          Seq  WP  Code       ID  SOC  Own %    CTL Adm
HALL RICHARD MELVILLE                  1  S   232910003  CA  021  40.000   Y   1
THE LITTLE IDIOT MUSIC                 2  S   249423851  E   021  20.000   Y   1
WARNER-TAMERLANE PUBLISHING CORP.      3  S    35389371  E   021  20.000   Y   1   *
OZEN, BARBARA                          4  W      19634   CA  021  10.000   N   2
CRAZY CAJUN MUSIC                      5  S    18602010  E   021  10.000   N   2   *
                                       7                  000
                                       8                  000
                                       9                  000
                                      10                  000                  _   _
                                      11                  000                  _   _   _
                                      12                  000                      +

                                                      Total 100.000
                                                  WCM Total  80.000

F3=Exit   F7=WP Maint.   F11=Insert line   F12= Cancel
```

The *New Release/Song Delivery - ECOC (UFCRT14-30)* is the next screen that follows. This is where writers, publishers, splits and etc. are added.

F1 Territory (Terr)

Press the **F1** key to look up the territory code on *Territory Name Inquiry (GETTER-00)*. Enter the *territory name* and press **Enter**. In most cases it will be the *World*. If you are in doubt ask the product manager who did the deal for the artist or writer.

```
GETTER-00               Warner/Chappell Music, Inc. Los Angeles              10/17/02
WCMCTR                          Territory Name Inquiry                       14:06:40
USAPLB

Enter territory name:  WORLD



F3=Exit    F12=Cancel    (In all screens)
```

The territory description will appear in the territory field once the territory code is entered or selected.

```
Terr:  W0100 – WORLD                                          Resolved  N
Set No: OP US C01

                                                                            Link/
Writer/Publ                          Seq  WP  Code       ID  SOC  Own %    CTL Adm
HALL RICHARD MELVILLE                  1  S   232910003  CA  021  40.000   Y   1
THE LITTLE IDIOT MUSIC                 2  S   249423851  E   021  20.000   Y   1
WARNER-TAMERLANE PUBLISHING CORP.      3  S    35389371  E   021  20.000   Y   1   *
OZEN, BARBARA                          4  W      19634   CA  021  10.000   N   2
CRAZY CAJUN MUSIC                      5  S    18602010  E   021  10.000   N   2
```

F1 **Writer/Publisher Code (WP Code)**

To add each writer or publisher press the **F1** key. A writer/publisher may be affiliated with more than one society (ASCAP, BMI, SESAC, etc), therefore, carefully select the *writer/publisher code* with the proper "S" code/prefix (e.g. WP# **S**232910003) and corresponding society affiliation for this song.

1. Enter the group(s) of writer(s) and publisher(s) that are controlled and/or administered by Warner/Chappell Music (see the "Y" indicator in the *control indicator* (*Ctl*) field).
2. Enter the group(s) of writer(s) and publisher(s) that are not controlled and/or administered by Warner/Chappell Music (see the "N" indicator in the *control indicator* (*Ctl*) field).
3. Within each group, the writers (W) are listed first, followed by the publishers (P). See the *Identification (ID)* codes on page 20 for writer and publisher types. **The *WP Code* must begin with an "S" otherwise the system will not accept the song.**

Writer/Publ	Seq	WP	Code	ID	SOC	Own %	CTL	Link/ Adm
(press F1 here)	1				000			
	2				000			
	3				000			
	4				000			
	5				000			
	6				000			

When setting up an ECOC for a new song you must follow these **NEW** guidelines/rules. The set of rules, otherwise known as the "10 Commandments", must be adhered to when defining or "stacking" the ECOC.

- Original Publisher (E) must have ownership percentage.
- Sub-Publisher (SE), Administrator (AM) and Income Participant (PA) cannot have ownership percentage.
- All totals must be equal to or less than 100%.
- Within each W/P group/*link* you must "stack" the W/P ID be in the following order: Writer (CA), Publisher (E), Administrator (AM), Sub-Publisher (SE) and Income Participant (PA).
- The W/P groups/*links* must be "stacked" and numbered consecutively (e.g. 1, 2, 3, etc) in the *Link* field.
- The original publisher (OP) or administrator (AD) of a group (see *link*) must have the "boss" indicator (*), so that collectibles can be automatically calculated based on the ownership shares. However, this does not work for songs where the writers are paid directly.
- Writers (CA) must be set up in the following sequence: Last Name separated by a comma, space followed by the First Name.

Press the **F11** key (F11=Insert line) to insert a line above the cursor, in the event a writer or publisher needs to be added.

Once each writer/publisher is selected, based on the society affiliation, the *writer/publisher* name, *WP code*, and society (*Soc*) code information will automatically appear on screen. **The *WP Code* must begin with an "S" otherwise the system will not accept the song.**

Terr: W0100 - WORLD Resolved N
Set No: OP US C01

Writer/Publ	Seq	WP	Code	ID	SOC	Own %	CTL	Link/ Adm	
HALL RICHARD MELVILLE	1	S	232910003	CA	021		Y	1	_
THE LITTLE IDIOT MUSIC	2	S	249423851	E	021		Y	1	_
WARNER-TAMERLANE PUBLISHING CORP.	3	S	35389371	E	021		Y	1	*

IMPORTANT: If a writer or publisher does not exist or does not have the proper "S" code please see Jeremy Blietz, in the Copyright department, to set it up. Jeremy Blietz is the sole administrator or "gatekeeper" of the WP file.

F1 Identification (ID)

Press the **F1** key in the *ID* field to access the available options. Enter the code identifying the function or responsibility of each writer and publisher and press **Enter**.

The W/P ID order must always be CA, followed by E, then possible followed by AM, SE or PA.

Most Frequently Used by A&R	
A	Author, Writer, Author of Lyrics (W)
AD	Adaptor (W)
AM	Administrator (P)
AR	Arranger (W)
C	Composer, Writer (W)
CA	Composer/Author (W)
E	Original Publisher (P)

Infrequently Used by A&R	
PA	Income Participant (P/W)
SA	Sub-Author (W)
SE	Sub Publisher (P)
SR	Sub Arranger (W)
TR	Translator (W)

Terr: W0100 - WORLD Resolved N
Set No: OP US C01

Writer/Publ	Seq	WP	Code	ID	SOC	Own %	CTL	Link/ Adm	
HALL RICHARD MELVILLE	1	S	232910003	CA	021	40.000	Y	1	_
THE LITTLE IDIOT MUSIC	2	S	249423851	E	021	20.000	Y	1	_
WARNER-TAMERLANE PUBLISHING CORP.	3	S	35389371	E	021	20.000	Y	1	*
OZEN, BARBARA	4	W	19634	CA	021	10.000	N	2	_
CRAZY CAJUN MUSIC	5	S	18602010	E	021	10.000	N	2	*

Own

Enter the percentage *owned* by each writer and publisher whether or not they are administered by WCM. The current standard is based on the premise that a song (writer 50% and publisher 50%) ownership equals 100%.

- Original Publisher (E) must have ownership percentage.
- Writers (CA) must have ownership percentage.
- Sub-Publisher (SE), Administrator (AM) and Income Participant (PA) cannot have ownership percentage.
- All totals must be equal to 100%.

Terr: W0100 – WORLD Resolved N
Set No: OP US C01

Writer/Publ	Seq	WP	Code	ID	SOC	**Own %**	CTL	Link/ Adm	
HALL RICHARD MELVILLE	1	S	232910003	CA	021	**40.000**	Y	1	_
THE LITTLE IDIOT MUSIC	2	S	249423851	E	021	**20.000**	Y	1	_
WARNER-TAMERLANE PUBLISHING CORP.	3	S	35389371	E	021	**20.000**	Y	1	*
OZEN, BARBARA	4	W	19634	CA	021	**10.000**	N	2	_
CRAZY CAJUN MUSIC	5	S	18602010	E	021	**10.000**	N	2	*

Total 100.000
WCM Total 80.000

Control Indicator (CTL)

Enter **Y** (Yes) or **N** (No) to indicate whether or not WCM *controls* or administers the writer or publisher of the song.

Writer/Publ	Seq	WP	Code	ID	SOC	Own %	**CTL**	Link/ Adm	
HALL RICHARD MELVILLE	1	S	232910003	CA	021	40.000	**Y**	1	_
THE LITTLE IDIOT MUSIC	2	S	249423851	E	021	20.000	**Y**	1	_
WARNER-TAMERLANE PUBLISHING CORP.	3	S	35389371	E	021	20.000	**Y**	1	*
OZEN, BARBARA	4	W	19634	CA	021	10.000	**N**	2	_
CRAZY CAJUN MUSIC	5	S	18602010	E	021	10.000	**N**	2	*

Link/Administrator (Adm)

On the song level, writer(s) and publisher(s) are grouped together in a group or *link*. Enter the group(s) of writers and publishers that WCM controls or administers first. Within each group/link enter the writer(s) first, followed by the publisher(s).

The W/P groups/*links* must be "stacked" and numbered consecutively (e.g. 1, 2, 3, etc) in the *Link* field.

The original publisher (OP) or administrator (AD) of a group (see *link*) must have the "boss" indicator (*), so that collectibles can be automatically calculated based on the ownership shares. The *administrator* controls and/or collects the royalties for that group. **There may be two or more administrators from the WCM Group companies depending on the society affiliation and/or the company with which a particular writer is associated.**

RULE: Only original publishers (E), administrators (AM) or income participants (PA) may be administrators and are identified with an asterisk (*). See definition of *identification* (*ID)* on page 20.

Terr: W0100 - WORLD Resolved N
Set No: OP US C01

Writer/Publ	Seq	WP	Code	ID	SOC	Own %	CTL	Link/ Adm	
HALL RICHARD MELVILLE	1	S	232910003	CA	021	40.000	Y	1	_
THE LITTLE IDIOT MUSIC	2	S	249423851	E	021	20.000	Y	1	_
WARNER-TAMERLANE PUBLISHING CORP.	3	S	35389371	E	021	20.000	Y	1	*
OZEN, BARBARA	4	W	19634	CA	021	10.000	N	2	_
CRAZY CAJUN MUSIC	5	S	18602010	E	021	10.000	N	2	*

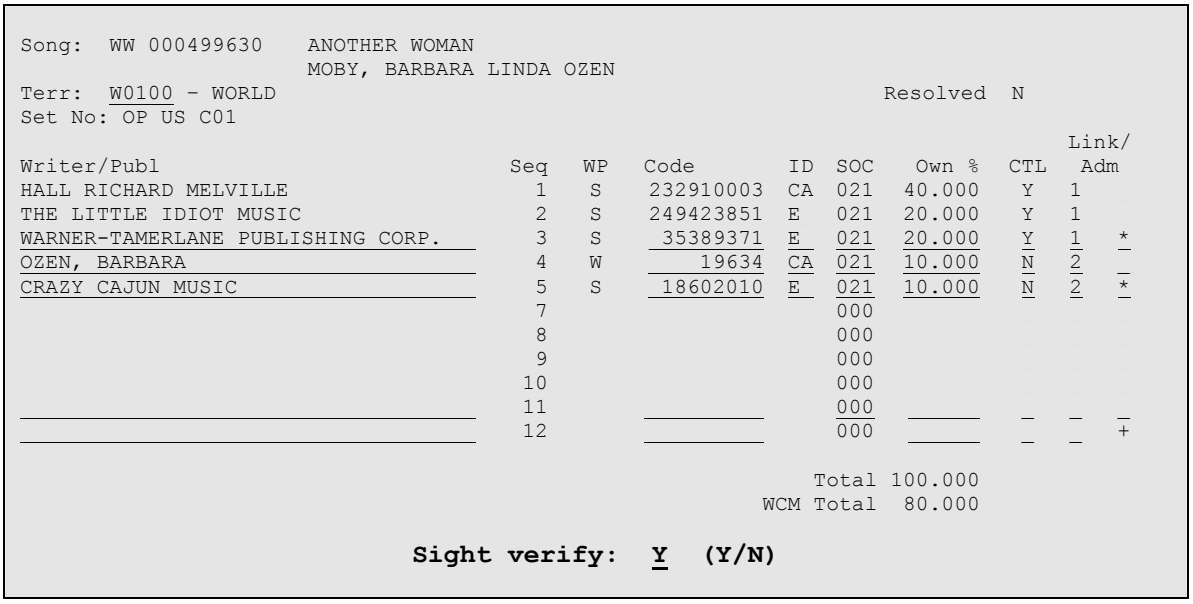
Conversely for songs where WCM does not control the writer, enter the non-controlled link first followed by the WCM controlled/administered link. Within each group/link enter the writer(s) first, followed by the publisher(s).

Set No: OP US C01

Writer/Publ	Seq-	WP-	Code	EFH Y/N	ID	SOC	Own %	CTL	Link/ Adm	
GARNER, WILLIE "JEFF SKI"	001	W	000070846	N	CA	10	50.000	N	1	_
JEFF SKI MUSIC	002	W	000070972	_	E	10	25.000	N	1	*
PEPPER DRIVE MUSIC.	003	S	246046970	_	E	10	25.000	Y	2	_
WARNER-TAMERLANE PUBLISHING CORP.	004	S	035389371	_	AM	10		Y	2	*

Sight verify

Upon completion of this screen the system will ask you to *sight verify* or validate the information entered before it is permanently added. Press the **Y** key to accept the information or the **N** key to make changes. **IMPORTANT**: **You will lose all information entered on this screen if you do not choose Y.**

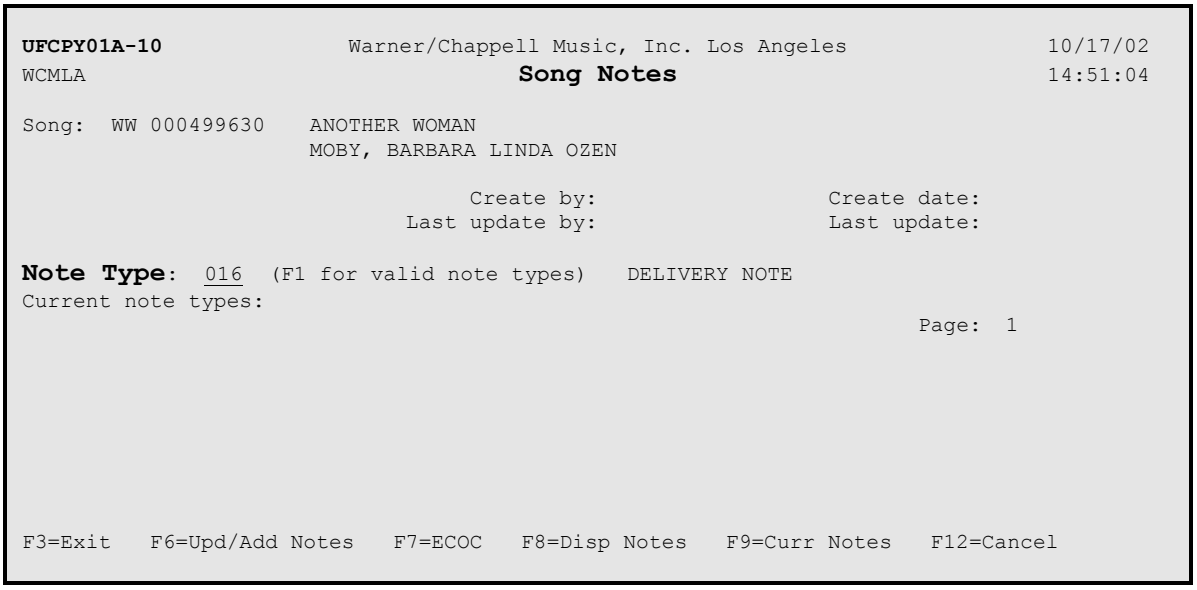


Song: WW 000499630 ANOTHER WOMAN
MOBY, BARBARA LINDA OZEN
Terr: W0100 – WORLD Resolved N
Set No: OP US C01

Writer/Publ	Seq	WP	Code	ID	SOC	Own %	CTL	Link/ Adm	
HALL RICHARD MELVILLE	1	S	232910003	CA	021	40.000	Y	1	
THE LITTLE IDIOT MUSIC	2	S	249423851	E	021	20.000	Y	1	
WARNER-TAMERLANE PUBLISHING CORP.	3	S	35389371	E	021	20.000	Y	1	*
OZEN, BARBARA	4	W	19634	CA	021	10.000	N	2	
CRAZY CAJUN MUSIC	5	S	18602010	E	021	10.000	N	2	*
	7				000				
	8				000				
	9				000				
	10				000				
	11				000				
	12				000				+

Total 100.000
WCM Total 80.000

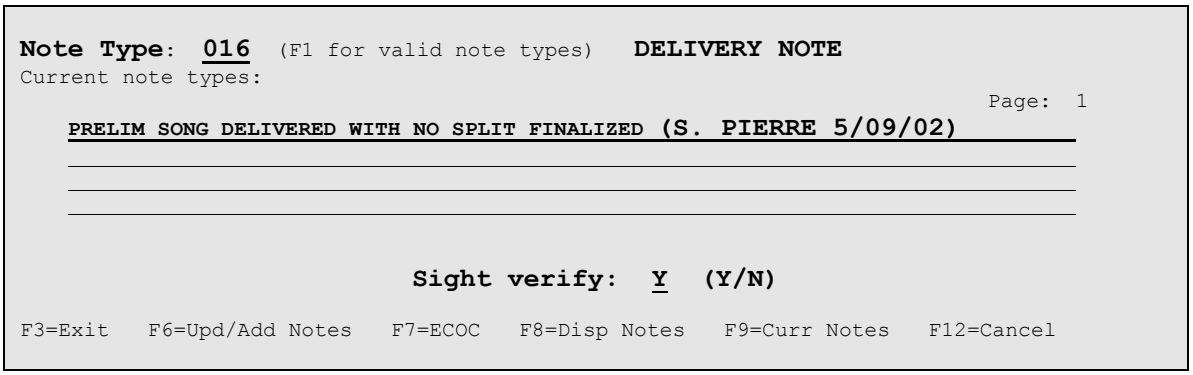
Sight verify: Y (Y/N)


UFCPY01A-10 Warner/Chappell Music, Inc. Los Angeles 10/17/02
WCMLA Song Notes 14:51:04
Song: WW 000499630 ANOTHER WOMAN
MOBY, BARBARA LINDA OZEN
Create by: Create date:
Last update by: Last update:
Note Type: 016 (F1 for valid note types) DELIVERY NOTE
Current note types:
Page: 1
F3=Exit F6=Upd/Add Notes F7=ECOC F8=Disp Notes F9=Curr Notes F12=Cancel

F1 **Note Type**

In the *New Release/Song Delivery* system the default is set on *Delivery Note* (note type 016). Add all delivery notes that are relevant to a song. Press the **F6** key (F6=Update/Add Notes) to type in the notes.

IMPORTANT: Make certain to type in your first initial, last name and the date you added the note at the end of the note text.


Note Type: 016 (F1 for valid note types) DELIVERY NOTE
Current note types:
Page: 1
PRELIM SONG DELIVERED WITH NO SPLIT FINALIZED (S. PIERRE 5/09/02)
Sight verify: Y (Y/N)
F3=Exit F6=Upd/Add Notes F7=ECOC F8=Disp Notes F9=Curr Notes F12=Cancel

Sight verify

Upon completion of this screen the system will ask you to *sight verify* or validate the information entered before it is permanently added. Press the **Y** key to accept the information or the **N** key to make changes. **IMPORTANT**: **You will lose all information entered on this screen if you do not choose Y.**

Hooray! You are done. Press **F3** to exit.

INDEX

A

Address File Inquiry (GETADDR-00) · 10
Administrator (Adm) · 22
Album Code · 12
Album Inquiry (GETALBT-10) · 12
Album Maintenance (UFTRK60-10) · 13
Album Title · 14
Artist · 14

C

Catalog number · 14
CD Delivered · 11
Composer · 8
Configuration · 15
Control Indicator (CTL) · 21
Creation year (yr) · 9

D

Deal Of Territory (DOT) · 13
Delivery date · 11
Delivery Type · 11

F

First Release Information · 12

I

Identification (ID) · 20

L

Lead sheet · 10
Link · 22
Logo · 15
Lyric sheet · 10

N

New Release/Song Delivery - ECOC (UFCRT14-30) · 18
New Release/Song Delivery - Song Detail (UFCRT14-20) · 7
New Release/Song Delivery (UFCRT14-10) · 5
Note Type · 24

O

Original Publisher (OP) · 8
Own · 21

P

Priority · 7
Product Manager (Prdmgr) · 10

R

Record Label · 15
Release date · 15

S

Schedule A · 11
Screens
- *Address File Inquiry (GETADDR-00)* · 10
- *Album Inquiry (GETALBT-10)* · 12
- *Album Maintenance (UFTRK60-10)* · 13
- *New Release/Song Delivery - ECOC (UFCRT14-30)* · 18
- *New Release/Song Delivery - Song Detail (UFCRT14-20)* · 7
- *New Release/Song Delivery (UFCRT14-10)* · 5
- *Song Notes (UFCPY01A-10)* · 24
- *Song/Client/Contract (UICPY10-00)* · 5
- *World AMPS A&R System (CRMENUM)* · 4
- *World AMPS Main Menu (MAIN)* · 3

Sight verify · 23, 24
Song Notes (UFCPY01A-10) · 24
Song status · 9
Song/Client/Contract Inquiry (UICPY10-00) · 5
Split · 8

T

Territory (Terr) · 18
Title · 8, 14

W

World AMPS Main A&R System (CRMENUM) · 4
World AMPS Main Menu (MAIN) · 3
Writer/Publisher Code (WP Code) · 19